

**\*PLEASE NOTE\***

[The certificate renewal credits earned through a workshop approved by DOE will be recognized only in South Dakota for renewal of an existing South Dakota certificate. The credits will not be recognized by other states or by institutions of higher education. IF the workshop has been approved for university credit AND DOE renewal credit, the participant must choose which type of credit he/she is seeking. A participant cannot earn BOTH kinds of credit for the same workshop.]

## **Definition/Purpose**

**Inservice education** is a planned sequence of experience, activities and studies designed to develop or improve the competencies and skills of educational staff.

Workshops submitted to DOE for approval for DOE renewal credit must:

- Offer training or education in an area that is directly related to improvement of participants’
  - teaching or administration skills;
  - subject matter knowledge; or
  - other knowledge required of competent teachers and administrators as members of the education profession.
- Demonstrate that one or more of the five “core propositions” set forth by the National Board for Professional Teaching Standards (NBPTS) will be strengthened through completion of the workshop.

NBPTS’ five CORE PROPOSITIONS are:

1. Teachers are committed to students and their learning.
2. Teachers know the subjects they teach and how to teach those subjects to students.
3. Teachers are responsible for managing and monitoring student learning.
4. Teachers think systematically about their practice and learn from experience.
5. Teachers are members of learning communities.

## **Criteria for Approval of Inservice Education Programs:**

**THE DOE RENEWAL CREDIT MUST HAVE AT LEAST 10 PARTICIPANTS**

(A minimum of ten participants constitutes a professional development opportunity, but not all participants are required to sign up for the DOE Renewal Credit.)

1. There is need for the in-service program.
2. The in-service program will develop competencies, knowledge, skills and/or techniques related to education practice.
3. The agenda of in-service activities will accomplish the stated purpose.
4. An evaluation process has been designed and will be used to determine if the program accomplishes the stated purpose. Preprinted professional development evaluation forms may be provided by the DOE and sent to the contact person for distribution at workshop conclusion.
5. The program offers a minimum of **15 contact hours** for each **one (1) hour** of renewal credit.
6. The instructor(s) are qualified. It is the sponsoring agency’s responsibility to ensure the instructor has adequate qualifications.

### **Limitations**

1. A one-day workshop does not qualify unless it is part of a planned sequence of other related professional development activities.
2. Annual meetings of professional associations/organizations must meet all criteria, including the requirement to submit an application for approval at least 30 days prior to the event. No approval will be granted **AFTER** an event has begun or been held. Each year’s event must be approved; DOE does not offer on-going approval for annual events.
3. All applications must be sponsored by an in-state agency or organization, such as DOE, SDEA, ASBSD, SASD, local school districts, educational cooperatives or vocational multi-districts.

## Procedures

1. The sponsoring agency **must submit** the application at least 30 days prior to the Activity.
2. **Absolutely no credit will be approved if application is received after the course/event has begun.**
3. DOE's Accreditation & Teacher Quality will review applications for renewal credit using the definitions and criteria outlined above.
4. Renewal credit may be approved for in-service education programs that meet the definitions and criteria.
5. Once approved, a copy of the application will be placed on file in the Office of Accreditation & Teacher Quality. A second copy **will be returned to the sponsor.**
6. A certificate is provided to be duplicated and given to each participant who successfully completes the in-service program.
7. After the in-service program is completed, the sponsoring agency must send to the Office of Accreditation & Teacher Quality an accurate list of participants on the form provided. No person may claim credit for participation if his/her name is not registered on the list of participants, even if the person has a certificate of participation.
8. Participants should be informed during the event that they must submit a copy of their certificate of completion to DOE at the time they are renewing their teaching certificates. There are no exceptions: the participant must provide a copy of the certificate of completion in order for DOE to "count" the renewal credit towards the requirements for renewal of the teaching certificate AND the person's name MUST be on the sponsor's "List of Participants" form.
9. Participants who signed up for DOE Renewal Credit should complete a Professional Development Feedback Form that is provided to the sponsor/instructor. A minimum of ten PD Feedback Forms are provided. All forms should be returned to the SD DOE along with the participant's list.

**APPLICATION FOR APPROVAL OF IN-SERVICE EDUCATION PROGRAM FOR  
CERTIFICATE RENEWAL CREDIT  
PLEASE SUBMIT AT LEAST 30 DAYS PRIOR TO START OF PROGRAM**

**THE COMPLETED APPLICATION MUST BE SENT TO:**

SD Dept. of Education - 700 Governors Dr. Pierre, SD 57501

**PROGRAM TITLE:** \_\_\_\_\_

<b>AUDIENCE:</b> <input checked="" type="checkbox"/> <i>All that apply</i>			
Administrator	Curriculum Director	Nutrition/Food Server	Teacher
Business Manager	Homeless Liason	Paraprofessional	Test Coordinator
Child Nutritionist	Librarian	School Board Member	Title I Director
Counselor	Technical Coordinator	SPED Director	Transportation

Participant Restriction:    ☐ Open to Anyone    ☐ Restricted

**SITE:** City \_\_\_\_\_ Bldg \_\_\_\_\_

**DATE(S):** \_\_\_\_\_

**DAILY SCHEDULE:**    \_\_\_\_\_ A.M.    \_\_\_\_\_ P.M.                      **TIME ZONE:**    ☐ CST    ☐ MST

**SPONSORING AGENCY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **SD**    **ZIP:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**INSTRUCTOR(s):** \_\_\_\_\_

**RENEWAL CREDIT HOURS requested:** \_\_\_\_\_  
(attach completed agenda form)

**Please check below the purpose(s) of this in-service program:**

- ☐ improvement of teaching or administration skills;
- ☐ improvement of subject matter knowledge;
- ☐ improvement of professional knowledge.

**Please check below one or more NBPTS core propositions that will be strengthened through completion of this in-service program:**

- ☐ Teachers are committed to students and their learning.
- ☐ Teachers know the subjects they teach and how to teach those subjects to students.
- ☐ Teachers are responsible for managing and monitoring student learning.
- ☐ Teachers think systematically about their practice and learn from experience.
- ☐ Teachers are members of learning communities

**IF approved in advance of 30 days**, would you like this listed on the DOE website as available to additional participants?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

\*Required - Please write the Stated Outcomes for this professional development.

1.
2.
3.
4.

**Authorization Form**

I am authorized by the sponsoring organization to sign official documents. My signature affirms that all information contained in this application is true and accurate.

\_\_\_\_\_  
**Name/Title of authorized person representing sponsoring organization**

(Example: Superintendent, CEO, Curriculum Director, Staff Development Director)

\_\_\_\_\_  
**Date**

**Sponsoring Organization:** \_\_\_\_\_

-----**FOR DOE USE ONLY**-----

**DATE** \_\_\_\_\_ **NO.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PROGRAM APPROVED:**    YES \_\_\_\_\_ NO \_\_\_\_\_    **DATE:** \_\_\_\_\_

**Comments:**

**Reviewer's Signature:** \_\_\_\_\_

**DOE Signature:** \_\_\_\_\_

Office Manager Or Assistant Manager

### Need Statement/Evaluation Plan

**Complete the following statements and submit with application for renewal credit.**

- 1. Explain the need for the program and why workshop is necessary.**
- 2. What specific knowledge, skills, competencies or techniques will participants learn?**
- 3. Outline evaluation procedures.**
- 4. What impact will the in-service program have on children's education.**

## AGENDA

**Program Title:**\_\_\_\_\_

**Number of certificate renewal credits requested:**\_\_\_\_\_

An in-service program submitted for approval for certificate renewal credit renewal must include minimum of **fifteen (15)** contact hours (not to include meal break) for each hour of credit requested. Complete the agenda form below to reflect at least the minimum requirements.

[illegible]

**Total Hours:** \_\_\_\_\_